



## Travis County Commissioners Court Agenda Request

**Meeting Date:** 8/28/2012

**Prepared By/Phone Number:** Cynthia Lam-Roldan, 854-4822

**Elected/Appointed Official/Dept. Head:** Leslie Browder, 854-9106

**Commissioners Court Sponsor:** Judge Samuel T. Biscoe

*JB*

### **AGENDA LANGUAGE:**

Consider and take appropriate action on the following items for Human Resources Management Department:

- A. Proposed routine personnel amendments; and
- B. Non-routine request from District Clerk per Commissioners Court approved agenda item #15 on 9/8/09.

### **BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:**

Attached are Personnel Amendments for Commissioners Court approval.

**A. Routine Personnel Actions – Pages 2 – 5.**

**B. Non-Routine Personnel Action – Pages 6 - 9.**

**District Clerk** requests approval to process a reclassification with an incumbent who does not meet minimum requirements of the new position of Accountant, PG17, Slot 102. Commissioners Court approved revised requirements for the Finance job family on 9/8/09. HRMD has reviewed supporting documentation regarding the incumbent's job duties and recommends approval.

If you have any questions or comments, please contact Diane Poirot at 854-9170 or Todd L. Osburn at 854-2744.

### **STAFF RECOMMENDATIONS:**

N/A

### **ISSUES AND OPPORTUNITIES:**

N/A

**AGENDA REQUEST DEADLINE:** All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, [Cheryl.Aker@co.travis.tx.us](mailto:Cheryl.Aker@co.travis.tx.us) by Tuesdays at 5:00 p.m. for the next week's meeting.

**FISCAL IMPACT AND SOURCE OF FUNDING:**

None.

**REQUIRED AUTHORIZATIONS:**

Todd Osburn, Human Resources Management Department, 854-2744

Diane Poirot, Human Resources Management Department, 854-9170

Leslie Browder, Planning and Budget Office, 854-9106

Cheryl Aker, County Judge's Office, 854-9555

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# HRMD

*Human Resources Management Department*

700 Lavaca Street, 4<sup>th</sup> Floor

• P.O. Box 1748

• Austin, Texas 78767

• (512) 854-9165 / FAX (512) 854-9757

**August 28, 2012**

**ITEM # :**

**DATE:** August 17, 2012

**TO:** Samuel T. Biscoe, County Judge  
Ron Davis, Commissioner, Precinct 1  
Sarah Eckhardt, Commissioner, Precinct 2  
Karen L. Huber, Commissioner, Precinct 3  
Margaret Gomez, Commissioner, Precinct 4

**VIA:** Leslie Browder, County Executive, Planning and Budget 

**FROM:** Diane Poirot, Director, HRMD 

**SUBJECT:** Weekly Personnel Amendments

Attached are Personnel Amendments for Commissioners Court approval.

**A. Routine Personnel Actions – Pages 2 – 5.**

**B. Non-Routine Personnel Action – Pages 6 - 9.**

**District Clerk** requests approval to process a reclassification with an incumbent who does not meet minimum requirements of the new position of Accountant, PG17, Slot 102. Commissioners Court approved revised requirements for the Finance job family on 9/8/09. HRMD has reviewed supporting documentation regarding the incumbent's job duties and recommends approval.

If you have any questions or comments, please contact Diane Poirot at 854-9170 or Todd L. Osburn at 854-2744.

LB/DP/TLO

Attachments

cc: Planning and Budget Department  
County Auditor  
County Auditor-Payroll (Certified copy)  
County Clerk (Certified copy)

**WEEKLY PERSONNEL AMENDMENTS --- ROUTINE**

<b>NEW HIRES</b>				
<b>Dept.</b>	<b>Slot</b>	<b>Position Title</b>	<b>Dept. Requests Level/Salary</b>	<b>HRMD Recommends Level/Salary</b>
County Atty	89	Law Clerk I Part-time	15 / Minimum / \$17,304.25	15 / Minimum / \$17,304.25
County Atty	122	Law Clerk I Part-time	15 / Minimum / \$17,304.25	15 / Minimum / \$17,304.25
County Clerk	24	Web and Social Media Admin*	20 / Level 3 / \$52,894.40	20 / Level 3 / \$52,894.40
County Clerk	60007	Elec Clk Elc Cr Spec Pr Tmps*	16 / Minimum / \$37,024.00	16 / Minimum / \$37,024.00
HRMD	42	Human Resources Spec Sr Part-time (.80 FTE)	21 / \$52,000.00	21 / \$52,000.00
ITS	40	Customer Support Tech	17 / \$41,415.63	17 / \$41,415.63
Sheriff	786	Human Resources Asst II	14 / Midpoint / \$39,623.17	14 / Midpoint / \$39,623.17
Sheriff	1838	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77
<b>* Temporary to Regular</b>			<b>** Actual vs Authorized</b>	

<b>TEMPORARY APPOINTMENTS</b>					
<b>Dept.</b>	<b>Slot</b>	<b>Position Title</b>	<b>Dept. Requests Grade/Salary</b>	<b>HRMD Recommends Grade/Salary</b>	<b>**Temporary Status Type Code</b>
Fac Mgmt	20069	Custodian	7 / \$11.00	7 / \$11.00	02
Fac Mgmt	20075	Custodian	7 / \$11.00	7 / \$11.00	02
<b>**Temporary Status Type Codes:</b> (Temporary less than 6 mos. = 02) (Project Worker more than 6 mos. = 05, includes Retirement Benefits).					

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<b>CAREER LADDERS – POPS</b>						
<b>Dept.</b>	<b>Slot</b>	<b>Current Position Title/Grade</b>	<b>New Position Title/Grade</b>	<b>Current Annual Salary</b>	<b>Proposed Annual Salary</b>	<b>Comments Current HRMD Practice</b>
<b>Sheriff</b>	224	Deputy Sheriff Law Enforcement* / Grd 72	Deputy Sheriff Sr Law Enforcement / Grd 74	\$49,476.75	\$53,895.50	Career Ladder. Peace Officer Pay Scale (POPS).
<b>Sheriff</b>	297	Cadet* / Grd 80	Corrections Ofcr / Grd 81	\$34,594.77	\$39,706.37	Career Ladder. Peace Officer Pay Scale (POPS).
<b>Sheriff</b>	431	Cadet* / Grd 80	Corrections Ofcr* / Grd 81	\$34,594.77	\$39,706.37	Career Ladder. Peace Officer Pay Scale (POPS).
<b>Sheriff</b>	573	Cadet* / Grd 80	Corrections Ofcr* / Grd 81	\$34,594.77	\$39,706.37	Career Ladder. Peace Officer Pay Scale (POPS).
<b>Sheriff</b>	680	Cadet* / Grd 80	Corrections Ofcr* / Grd 81	\$34,594.77	\$39,706.37	Career Ladder. Peace Officer Pay Scale (POPS).
<b>Sheriff</b>	1510	Cadet* / Grd 80	Corrections Ofcr* / Grd 81	\$34,594.77	\$39,706.37	Career Ladder. Peace Officer Pay Scale (POPS).
<b>Sheriff</b>	1782	Cadet* / Grd 80	Corrections Ofcr / Grd 81	\$34,594.77	\$39,706.37	Career Ladder. Peace Officer Pay Scale (POPS).
<b>Sheriff</b>	1818	Deputy Sheriff Law Enforcement* / Grd 72	Deputy Sheriff Sr Law Enforcement / Grd 74	\$47,554.83	\$51,284.90	Career Ladder. Peace Officer Pay Scale (POPS).
<b>* Actual vs Authorized</b>						

<b>CAREER LADDERS – NON-POPS</b>						
<b>Dept.</b>	<b>Slot</b>	<b>Current Position Title/Grade</b>	<b>New Position Title/Grade</b>	<b>Current Annual Salary</b>	<b>Proposed Annual Salary</b>	<b>Comments Current HRMD Practice</b>
<b>Pretrial Services</b>	74	Pretrial Ofcr II / Grd 17	Pretrial Ofcr II / Grd 17	\$41,034.03	\$43,085.73	Career Ladder. Pay is between min and midpoint of pay grade.
<b>* Actual vs Authorized</b>						



**PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY  
REASSIGNMENTS / TEMPORARY ASSIGNMENTS**

<b>Dept. (From)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Dept. (To)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Comments</b>
<b>County Atty</b>	Slot 143 / Law Clerk I / Grd 15 / Part-time \$17,304.25	<b>County Atty</b>	Slot 143 & 85 / Law Clerk I / Grd 15 / Full-time \$34,608.50	Status change from part-time to full-time (20 hrs to 40 hrs).
<b>County Atty</b>	Slot 178 / County Dist Atty Div Dir / Grd 32 / \$109,380.75	<b>County Atty</b>	Slot 178 / County Dist Atty Div Dir / Grd 32 / \$112,661.51	Salary adjustment. Pay is between min and midpoint of pay grade.
<b>County Clerk</b>	Slot 130 / Court Clerk I / Grd 13 / \$37,574.60	<b>County Clerk</b>	Slot 118 / Court Clerk II / Grd 15 / \$37,710.40	Promotion. Pay is between min and midpoint of pay grade.
<b>District Atty</b>	Slot 103 / Legal Secretary* / Grd 15 / Part-time \$23,278.80	<b>District Atty</b>	Slot 103 / Records Analyst / Grd 17 / Part-time \$25,606.68	Classification change approved by CC on 7/24/12. Pay is between midpoint and max of pay grade.
<b>District Atty</b>	Slot 106 / Human Resources Spec I* / Grd 18 / \$44,308.31	<b>District Atty</b>	Slot 106 / Human Resources Spec II / Grd 20 / \$48,739.14	Classification change approved by CC on 7/24/12. Pay is between min and midpoint of pay grade.
<b>District Atty</b>	Slot 189 / Financial Analyst Ld* / Grd 23 / \$85,003.57	<b>District Atty</b>	Slot 189 / Financial Mgr / Grd 26 / \$97,754.10	Classification change approved by CC on 7/24/12. Pay is between midpoint and max of pay grade.
<b>Juvenile Probation</b>	Slot 64 / Juvenile Probation Ofcr II / Grd 16 / \$37,024.00	<b>Juvenile Probation</b>	Slot 39 / Juvenile Probation Ofcr III / Grd 17 / \$39,615.06	Promotion. Pay is at minimum of pay grade.
<b>Sheriff</b>	Slot 173 / Deputy Sheriff Sr Law Enfrmnt / Grd 74 / \$65,804.96	<b>Sheriff</b>	Slot 262 / Deputy Sheriff Sr Law Enfrmnt / Grd 74 / \$65,804.96	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.

\* Actual vs Authorized

**PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY REASSIGNMENTS / TEMPORARY ASSIGNMENTS**

<b>Dept. (From)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Dept. (To)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Comments</b>
<b>Sheriff</b>	Slot 332 / Corrections Ofcr Sr / Grd 83 / \$44,256.37	<b>Sheriff</b>	Slot 173 / Corrections Ofcr Sr* / Grd 83 / \$44,256.37	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>Sheriff</b>	Slot 761 / Corrections Ofcr Sr / Grd 83 / \$44,256.37	<b>Sheriff</b>	Slot 1539 / Security Coord / Grd 13 / \$37,042.72	Voluntary job change. Pay is at midpoint of pay grade.
<b>Sheriff</b>	Slot 1272 / Law Enforcement Spec / Grd 14 / \$38,707.14	<b>Sheriff</b>	Slot 1457 / Deputy Sheriff Law Enforcement* / Grd 72 / \$46,622.16	Transition from Classified Pay Scale to Peace Officer Pay Scale (POPS).
<b>Sheriff</b>	Slot 1457 / Deputy Sheriff Sr Law Enfrmnt / Grd 74 / \$67,403.02	<b>Sheriff</b>	Slot 1931 / Deputy Sheriff Sr Law Enfrmnt / Grd 74 / \$67,403.02	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>Sheriff</b>	Slot 1466 / Deputy Sheriff Sr Law Enfrmnt / Grd 74 / \$69,001.92	<b>Sheriff</b>	Slot 1930 / Deputy Sheriff Sr Law Enfrmnt / Grd 74 / \$69,001.92	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>* Actual vs Authorized</b>				

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**SECTION B. NON-ROUTINE PERSONNEL ACTION**

<b>NON-ROUTINE – Reclassification</b>				
<b>Dept. (From)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Dept. (To)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Comments</b>
<b>District Clerk</b>	Slot 102 / Court Clerk II Sr* / Grd 16 / \$43,372.72	<b>District Clerk</b>	Slot 102 / Accountant / Grd 17 / \$43,372.72	Reclassification. Does not meet minimum requirements. CC approved agenda item #15 9/8/09. Pay remains the same.
<b>* Actual vs Authorized</b>				

**BY ORDER OF THE COMMISSIONERS COURT, THE PRECEDING PERSONNEL AMENDMENTS ARE APPROVED.**

\_\_\_\_\_  
**Samuel T. Biscoe, County Judge**

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**Ron Davis, Commissioner, Pct. 1**

\_\_\_\_\_  
**Sarah Eckhardt, Commissioner, Pct. 2**

\_\_\_\_\_  
**Karen L. Huber, Commissioner, Pct. 3**

\_\_\_\_\_  
**Margaret Gomez, Commissioner, Pct. 4**





## Human Resources Management Department

700 Lavaca Street, 4th Floor • P.O. Box 1748 • Austin, Texas 78767 • (512) 854-9165 / FAX(512) 854-4203

### MEMORANDUM

DATE: August 17, 2012

TO: Samuel T. Biscoe, County Judge  
Ron Davis, Commissioner, Precinct 1  
Sarah Eckhardt, Commissioner, Precinct 2  
Karen L. Huber, Commissioner, Precinct 3  
Margaret Gomez, Commissioner, Precinct 4

VIA: Leslie Browder, County Executive, Planning and Budget Office *LB*

FROM: Diane Poirot, Director of Human Resources *DP*

SUBJECT: District Clerk Non-Routine Reclassification, Slot #102

HRMD requests Commissioners Court to discuss and consider the following action.

#### District Clerk Request:

The District Clerk's Office requests approval to reclassify one Court Clerk II (PG 16) to Accountant (PG 17). The District Clerk's Office is not seeking a pay increase to accompany the reclassification. The incumbent's salary is \$43,372.72, which is between Level 3 and Level 4 of Pay Grade 17. The action would apply to the following slot:

#### From

Slot #	Title	PG	Salary
102	Court Clerk II Sr	16	\$43,372.72

#### To

Slot #	Title	PG	Salary
102	Accountant	17	\$43,372.72

#### Issue

On September 8, 2009 Commissioners Court approved revised job descriptions for the Finance job family. Like other professional finance jobs, the new job descriptions

required that employees have a Bachelor's Degree. However, since many employees were already working without the degree, the Court allowed current employees to "grandfather" against the new minimum requirement. Current employees would be eligible for promotion without meeting the new minimum qualifications but actions would be brought forward on a non-routine basis (See Commissioners Court Agenda Item #15 from 9/8/2009). The employee in question does not have a Bachelor's Degree but would qualify for the position under the grandfather agreement.

**Recommendation**

HRMD recommends approval of the proposed reclassification. The employee has been working in the Accounting Department since April, 2011 and is performing work within the scope of the proposed classification. Additionally, the employee is familiar with the unique nature of the accounting of the Attorney General IV-D program and has processed accounting transactions for over 16 years. The Planning and Budget Office (PBO) has reviewed the proposed action and verified sufficient funding is available. The change would be effective 8/7/2012.





**Amalia Rodriguez-Mendoza**  
District Clerk, Travis County  
Travis County Courthouse Complex  
P. O. Box 1748  
Austin, Texas 78767

**Memorandum**

August 12, 2012


To Whom It May Concern:

This letter is in reference to a request on behalf of [redacted] (Reclassification Court Clerk II Sr.-Grade 16 to Accountant-Grade 16) for Slot #102. This slot number has been a part of the Admin Support Job Family and the District Clerk transferred this position to the Accounting department in April 2011. This was due to a reorganization of duties and relocation from the Post Road location for the Attorney General IV-D courts. [redacted] has eight years of experience handling Attorney General transactions plus collections. In addition, sixteen plus years of ongoing accounting experience--prompted the decision to move [redacted] into accounting department permanently. Therefore, the District Clerk is submitting this justification since [redacted] possesses unusually high qualifications for the related position.

The District Clerk is requesting only a reclassification of job title and no salary increase. Although [redacted] does not have the educational requirements for the associated reclassified position, [redacted] experience of (1) sixteen plus years of processing accounting transactions; (2) knowledge of policies, practices, procedures and terminology of assigned function, and (3) skill in accurately entering and reconciling financial data is indicative that [redacted] is fully qualified to perform an Accountant duties at such a high degree of professionalism.

[redacted] s experience and devotion to duty is an asset that the District Clerk seeks to maintain in a highly competitive market. I appreciate your consideration in this Ad Hoc approval for slot #102.

Sincerely,

  
Robert Chappell  
Financial Manager  
Travis County District Clerk

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**Administrative Offices**  
(512) 854-9737  
Fax: 854-4744

**Civil and Family Division**  
(512) 854-9457  
Fax: 854-6610

**Criminal Division**  
(512) 854-9420  
Fax: 854-4566

**Jury Office**  
(512) 854-4295  
Fax: 854-4457